

Guidance and Advice
K07
Cancer Prevention, Control, Behavioral and Population Sciences
Career Development Award
National Cancer Institute

I. IMPORTANT ANNOUNCEMENTS:

The following guidance and advice are derived from the National Cancer Institute (NCI) Program Announcement (PA), number **PAR 04-055** entitled, " Cancer Prevention, Control and Population Sciences Career Development Award"; issued in the NIH Guide on **February 3, 2004**. You can access this announcement by "clicking on" the following NIH website address: <http://grants.nih.gov/grants/guide/pa-files/PAR-04-055.html>. After consulting the official announcement, the information and clarifications provided below together with the Form PHS 398 application kit should be all you need to prepare an application for the "mentored" Cancer Prevention, Control and Population Sciences Career Development Award or **K07**.

II. BACKGROUND:

The purpose of the National Cancer Institute (NCI) Cancer Prevention, Control and Population Sciences Career Development Award or **K07** is to support the postdoctoral career development of investigators who are committed to academic research careers in cancer prevention, control, behavioral, epidemiological and/or the population sciences. It supports up to five years of combined didactic and supervised (i.e., mentored) research experiences to acquire the methodological and theoretical research skills needed to become an independent scientist. The very broad nature of the prevention, control and population sciences makes it applicable to those individuals doctorally trained in the basic sciences, medicine, behavioral sciences and public health.

This "new" **K07** award represents a further refinement in the NCI's strategies for developing cancer researchers in the prevention, control, behavioral and population sciences. It builds on the success of the original NCI-sponsored **K07** program and additionally incorporates recent recommendations on training made by scientific experts participating in external reviews of NCI's cancer prevention and cancer control activities. These external reviews noted that the training of researchers in cancer prevention and control was not sufficiently broad to take advantage of the new opportunities for reducing cancer incidence, morbidity and mortality. In response to these recommendations, the **K07** has been expanded from a scope limited to "preventive oncology" to include the entire spectrum of fields that are of vital importance to cancer prevention and control such as nutrition, epidemiology, and behavioral sciences. These external reviewers also noted a deficit in training at the postdoctoral level. In response to this recommendation, the requirement of the original **K07** for at least two years of postdoctoral training prior to application was eliminated: individuals can now submit an application after having completed their doctoral degree without postdoctoral training. However, to ensure a continuum of opportunities beyond the postdoctoral level, the NCI has created the Career Transition Award (K22) for junior faculty beginning an independent career and the Established Investigator Award in Cancer Prevention, Control, Behavioral and Population Sciences (K05) to provide senior investigators protected time to conduct research and mentor new scientists. Information on the NCI K22 and K05 can be found by "clicking on" the appropriate index in the margin of this page.

III. ELIGIBILITY:

1. **Institution:** Applications **must** be submitted, on behalf of candidate, by a domestic, non-Federal organizations, public or private, such as medical, dental or nursing schools or other institutions of higher education.

2. **Sponsor/mentor:** Candidates applying for this award **must** identify a suitable mentor with extensive, relevant research experience who will be responsible for supervising the candidate's research training.
3. **Candidate:** The candidate **must** have a Ph.D. degree, a health professional doctoral degree (M.D., Dr.PH., D.D.S., D.O., D.V.M., Pharm. D.) or equivalent, or be a doctorally prepared oncology nurse; and must have a research or academic appointment in the sponsoring institution at the time of award. Candidates do not need prior postdoctoral experience to be eligible. Candidates **must commit a minimum of 75 percent of a full-time professional effort** conducting research and research career development.

Candidates **must** be U.S. citizens or non-citizen nationals, or must have been lawfully admitted for permanent residence and possess an Alien Registration Receipt Card (I-151 or I-551) or some other verification of legal admission as a permanent resident. Non-citizen nationals, although not U.S. citizens, owe permanent allegiance to the U.S.; they are usually born in land that are not states, but are under U.S. sovereignty, jurisdiction, or administration. **Foreign nationals and individuals on temporary or student visas are NOT ELIGIBLE.**

Former principal investigators on NIH Small Grants (R03) or Exploratory/Developmental Grants (R21) remain ELIGIBLE to apply. However, former principal investigators on NIH research project (R01), FIRST Awards (R29), comparable career development awards (e.g., K01, K07, K08, K23), sub-projects of Program Project Grants (P01s) or center grants (P50s) are **NOT ELIGIBLE.**

IV. MECHANISM OF SUPPORT:

The mentored "Cancer Prevention, Control and Population Sciences Career Development Award uses the **K07 grant mechanism** and provides **up to five years** of support. Planning, direction, and execution of the program is be the responsibility of the candidate and his/her mentor on behalf of the applicant institution. **K07s are not renewable.**

V. ALLOWABLE COSTS:

The NCI Cancer Prevention, Control and Population Sciences Career Development Award (**K07**) provides for the following costs:

1. **Salary:** Candidates may request up to \$75,000 per year **plus** fringe benefits and commit a minimum of a 75% full-time professional effort to the conduct of research and research career development. The actual salary level must be consistent with the established salary structure of the institution and with salaries actually provided by the institution from its own funds to other staff members of equivalent qualifications, rank, and responsibilities and position.

The institution may supplement the NIH salary contribution up to a level that is consistent with the institution's salary scale; however, supplementation may not be from Federal funds unless specifically authorized by the Federal program from which the funds are derived. Because the salary amount provided by this award is based on a full-time institutional salary, no other PHS funds may be used for salary supplementation. Institutional supplementation of salary must NOT require extra duties or responsibilities that would interfere with the purpose of the **K07**. Under expanded authorities, institutions may rebudget funds within the total costs awarded to cover salaries consistent with the institution's salary scale.

2. **Research Development Support:** Up to \$30,000 per year may be requested for research development expenses which include the following: (a) tuition, fees, and books related to career development; (b) research expenses, such as supplies, equipment, and technical personnel; (c) statistical services including personnel and computer time; and (d) travel to research meetings or for training. All expenses must be **directly related** to the proposed research career development award.

3. **Ancillary Personnel Costs:** Salaries for mentors, secretaries, administrative assistants and other ancillary support personnel are **NOT ALLOWED**.
4. **Facilities and Administrative Costs (formerly called indirect costs):** The institution may be reimbursed at **8%** of modified total direct costs.
5. **Other general policies related to costs:**
 - a. The NCI does not allow **grant-related income** (i.e. fees) from clinical practice, professional consultation, or other comparable activities required by the research provisions of this award to be retained by the career award recipient. These fees must be assigned to the grantee institution for disposition by one of several approved NIH methods.
 - b. **Funds freed up** from other NCI-supported research or training grants as a result of a K07 award may not be rebudgeted by the institution.
 - c. Prior approval for **travel to a foreign laboratory** as a part of the training is required only if the stay exceeds 3 months.
 - d. A candidate may request up to a 12 month **leave of absence** without award support with prior written approval from the NCI.
 - e. The NCI can consider a **change of institution, mentor or other unusual actions**.

For appropriate advice and specific instruction regarding the above and other budgetary and administrative policies that you must follow in managing this award, please refer to section **XI. INQUIRIES**.

VI. SPECIAL PROVISIONS AND REQUIREMENTS:

1. **Salary and Research Development Costs:** The NCI establishes the upper limits of \$75,000 for salary support plus fringe benefits and \$30,000 for research development costs. Other institutes and centers at the NIH implement different dollar levels for these categories at their discretion.
2. **Evaluation:** In carrying out its stewardship of human resource-related programs, the **NCI or the NIH** may request information essential to an assessment of the effectiveness of this program. Accordingly, recipients may be contacted after completion of this award for periodic updates on various aspects of their employment history, publications, support from research grants or contracts, honors and awards, professional activities and other information helpful in evaluating the impact of this program.

VII. APPLICATION PROCEDURES:

SUBMISSION, REVIEW, AND AWARD OF COMPETING APPLICATIONS

A. Application Receipt, Review and Award Dates:

The receipt dates for the K07 applications are February 1, June 1, and October 1. Receipt dates for amended applications are March 1, July 1 and November 1. Initial scientific merit peer review by an NCI initial review group is usually completed in June, October and February, respectively. Review by the National Cancer Advisory Board is usually completed by October, January and May, respectively. The earliest possible award dates are December 1, April 1 and July 1, respectively.

B. Where to send the Application:

An original and three copies of the application should be submitted to the Center for Scientific Review (CSR), NIH according to the instructions in the grant Application Form PHS 398 (last revised 4/98) to:

Center for Scientific Review (CSR)
National Institutes of Health
6701 Rockledge Drive
Room 1040 - MSC 7710
Bethesda, MD 20892-7710
(20817 for express service)

In order to expedite the review of the application, please send two additional copies to the NCI address below:

Referral Officer
Division of Extramural Activities
National Cancer Institute
6116 Executive Boulevard, Room 8062
MSC/8329
Bethesda, MD 20892-8329
Rockville, MD 20850 (express courier)

C. Format for Submitting the Application:

In submitting a **K07** application, the applicant must use the Form PHS 398 (last revised, 4/98). The NCI has no special provisions or requirements in formatting this application. Therefore follow the special Form PHS 398 instructions for individual research career awards on pages IV-1 through IV-7, page LL and Page MM. You can obtain application forms by "clicking on" the following NIH website address: <http://grants.nih.gov/grants/funding/phs398/phs398.html>. Forms are also available at most institutional offices of sponsored research and from the Division of Extramural Outreach and Information Resources, National Institutes of Health, 6701 Rockledge Drive, MSC7910, Bethesda, MD. 20892-7910, Phone (301) 435-0714, FAX: (301)480-0525, Email: GrantsInfo@nih.gov.

Notes of caution:

1. **Type density and size** must conform to the instruction on page 6 of the PHS Form 398 or CSR will return the application.
2. NIH does not allow **simultaneous submission** of a career award and a research grant application for evaluation in the same review cycle. If this happens, your application will be returned.

General Advice in Preparing a K07 application:

1. In preparing an application, it is highly recommended that you make regular reference to the **Review Criteria** under section **VIII. REVIEW PROCEDURES AND CRITERIA**. The success of your application in addressing these criteria will determine its competitiveness for funding.
2. In preparing a **K07** application, the Section 3 on The **Candidate** and Section 4 on the **Statement by Sponsors together** should clearly present a coherent career development **plan** addressing the candidate's goals and prior experience. This plan should be tailored to the needs of the candidate. Most candidates (i.e., those with little previous research experience) need the full five years of support including initial didactic experiences followed by a period of intense, supervised research experience. More experienced candidates may need the full five years or a minimum of three years to achieve their training objectives. The plan should **convince reviewers** that after this period of career development the candidate will be prepared to pursue an **independent research career**.
3. Please note on page LL that you are required to indicate whether you are a U.S. Citizen or non-citizen national OR a permanent resident of the U.S. **If you are a permanent resident, you must have a notarized statement to this effect provided to the NCI before an award can be made.**

ANNUAL PROGRESS REPORT/APPLICATION FOR CONTINUATION

There are no special instructions that the NCI provides for annual progress reports for **K07s**. The NIH Center for Scientific Review will automatically notify you and give you instructions **four months** before the next anniversary award date that your application for continuation is due. Look for the notification; if you do not receive it, call the NIH Data Management Branch at (301) 435-0896. The awardee must submit the application for continuation **at least two months** prior to the anniversary date of the grant. If for some reason time becomes an issue, contact the NCI (see XI. INQUIRIES). Please follow the special instructions for Research Career Award Applications on pages IV-1 through IV-2 provided in the Form PHS 2590 (i.e., Application for Continuation of a Public Health Service Grant). You can obtain the Form PHS 2590 by "clicking on" the following NIH website address: <http://www.nih.gov/grants/funding/2590/2590.htm>. Also, forms are available from the same sources noted above for competing application are available from the same sources noted above for the Form PHS 398. [Back to Table of Contents](#)

VIII. REVIEW PROCEDURES AND CRITERIA:

A. Review Procedure:

Upon receipt, applications will be reviewed initially by both the Center for Scientific Review (CSR) and the National Cancer Institute (NCI) for completeness and for conformance to all eligibility requirements and special provisions and requirements (See section III. **ELIGIBILITY** and section VI. **SPECIAL PROVISIONS AND REQUIREMENTS** above). Incomplete applications will be returned to the applicant without further consideration.

Those applications judged to be complete and eligible will be evaluated according to the peer review criteria stated below for scientific merit by a standing peer review group convened by the *Division of Extramural Activities* (<http://deainfo.nci.nih.gov/extra/dea.htm>) of the NCI. A second level of review by the National Cancer Advisory Board must also review the application to ensure that it meets the broad program needs and priorities of the NCI and the National Cancer Program before an award can be made.

B. Review Criteria:

1. **The Candidate** (Using Letters of Reference and the Section on the Candidate):
 - Quality of the candidate's academic and clinical record.
 - Potential to develop as an independent investigator.
 - Commitment to an academic research career.
2. **Career Development Plan** (Using the Section on the Candidate and the Section on Statements by Sponsor):
 - Appropriateness of the content, phrasing of didactic and research experiences, and the proposed duration of the career development award.
 - Consistency and added benefit of the career development plan with the candidate's previous training and career goals.
 - Likelihood that the plan will contribute substantially to the achievement of scientific independence.
 - Adequacy in the proposed training in the responsible conduct of research.
3. **Research Plan:**

Reviewers will recognize that a candidate with limited research experience is less likely to prepare a research plan with the breadth and depth of that submitted by more experienced investigators. But a fundamentally sound research plan must be provided. For the least experienced candidates needing didactic training as part of their plan, the research aspects of the plan may cover less than the full period of the award.

 - Scientific and technical merit of the research question, design and methodology.
 - Relevance of the proposed research to the candidate's career objectives.
 - Medical and/or health significance of the proposed research to cancer.
 - Appropriateness of the research plan as a vehicle for developing necessary research skills.

- Adequacy of the plan's attention to children, gender and minority issues when human subjects are involved.
4. **Sponsor(s) (Mentor/Co-Mentors):**
 - Appropriateness of the mentor(s)'s research qualifications in the area of the proposed research.
 - Quality and extent of the mentor(s)'s proposed role in providing guidance and advice to the candidate.
 - Previous experience in fostering the development of cancer researchers.
 - History of research productivity.
 - Adequacy of existing research support for the proposed project.
 5. **Environment and Institutional Commitment:**
 - Adequacy of research facilities and training opportunities.
 - Quality and relevance of the environment for scientific and professional development of the candidate.
 - Evidence of the applicant institution's commitment to the scientific development of the candidate.
 - Institutional commitment providing the assurance that the candidate will spend a minimum of 75 percent of a full-time professional effort **directly involved in research and research career development.**
 6. **Budget:**
 - Justification of the requested budget in relation to career development goals and research aims and plans.

IX. AWARD CRITERIA:

Shortly after the National Cancer Advisory Board approves of the application, the NCI will notify the applicant of his/her funding status. Awards are made based on availability of funds during each fiscal year, the scientific merit of the proposal as judged by peer review, and the program priorities of the NCI.

X. COMMON QUESTIONS AND ANSWERS:

1. How are the salary levels and other costs associated with Career Development Awards determined?

Each institute at the NIH has the authority to determine the upper salary levels and other cost levels for Career Development Awards (i.e., K-awards) as a matter of institute policy. Thus, the NCI's levels do not necessarily equal or match the levels supported by another institute. For the NCI, all individual career awards for **"mentored" postdoctoral scientists** and for **junior faculty** establishing their first independent research programs use the same salary and other cost levels. If you are an individual in a "mentored" postdoctoral position (e.g., K08, K23), you can receive up to \$75,000 in salary plus fringe benefits and up to \$30,000 in other costs associated with your research. If you are junior faculty pursuing independent research (e.g., K22), the upper salary remains the same, but the "other costs" increase to \$50,000.

There are also awards for **established investigators** to provide them with protected time to conduct research AND mentor new scientists. The NCI uses two such awards, the K24 for scientists engaged in patient-oriented research and the K05 for scientists engaged in prevention, control, behavior and population-based research. In each of these cases, the NCI provides no more than a 50% effort with a corresponding maximum salary limit of 50% of the maximum allowable Federal salary plus fringe benefits and up to \$25,000 in other research-related costs. If you go to the *NIH website*, the salary and other cost levels that each institute supports are listed.

2. I have a K07 award that currently pays up to \$50,000 dollars in salary and up to \$20,000 in research development support? How can I get the new salary level of up to \$75,000 and up to \$30,000 in research development support?

The new salary levels and research development support costs only apply for newly competing awards. To raise all of the salaries and support costs for all K07 awards retroactively would be impossible to absorb in one fiscal year's budget. The NCI with the support of the National Cancer Advisory Board and the Board of Scientific Counselors decided to phase in the higher salaries and support costs over a five year period.

3. Should I apply for 3, 4 or 5-year Career Development Award?

Unless it is very clear that you do not need five years of support, it is always better to apply for the maximum of 5 years. Let the peer reviewers delete future years based on their professional assessment of your need for "mentored" training before you can become independent investigator.

4. What is the "career development plan" always referred to in NIH Announcements?

This can be confusing to some applicants because announcements advertised in the NIH Guide always refer to a career development plan while the instructions available in the Form PHS 398 application kit make no specific mention of a career development plan. The easiest way to explain this is that the career development plan is the combination of the candidates goals and objectives combined with the specific opportunities available in the mentor's research group and within the environment of the institution. The information that the reviewers will use to evaluate the career development plan is contained with the section of the application on the *Candidate* and the section of the application on *Statements by Sponsor*.

5. Why do I need to send extra copies of my career award application?

These extra copies are vitally important to the timely processing and review of your application. The copies to the **Center for Scientific Review (CSR)**, which is the central receipt point for all grant applications to the NIH, ensures that the application is given the appropriate grant number and assigned to the National Cancer Institute for peer review. CSR does the critical logging in and processing of the paperwork.

Unlike the regular research grants (e.g., R01s), CSR does NOT ORGANIZE and conduct the peer review system for career awards. Each institute and center at the NIH manages their own peer review system for career awards. The **extra copies** that you send directly **to the NCI** ensure that the review process is initiated in a timely way and avoids the possibility that CSR can mishandle or lose your application.

6. Should I send a cover letter with my career award application?

The first processing step by Center for Scientific Review (CSR) is to assign funding responsibility for your application to an institute; this is called the "referral" process. If your research is obviously cancer research, then it will be assigned to the NCI. But if you feel that your application is cancer research and are concerned that it could be assigned to an institute other than the NCI, then a cover letter explaining the significance of the research to cancer will be helpful. Also, if you feel that your research is related to cancer research and other areas of research, it may be to your advantage to provide an explanation. CSR can give an application a "dual referral" and make an assignment to two or more institutes. For example, if your application were related to cancer and aging the grant number would begin with a CA/AG or an AG/CA, reflecting CSR's view of the primary emphasis of the research. When there is a dual assignment, this ensures that more than one institute can consider your application for funding.

7. How important is the font size in preparing the application?

This is very important. Follow the directions on page 6 of the Form PHS 398 application kit or your application **will be returned** by the Center for Scientific Review.

8. Can I supply additional information after I have submitted my Career Award application to the NIH?

Yes, but this must be submitted after receiving approval from the NCI Scientific Review Administrator (SRA) in charge of reviewing your grant. You must identify your SRA, explain your situation, receive approval and send the additional information in time to provide reasonable opportunity for the reviewers to include it in their evaluations. Examples of additional information that is important for reviewers to examine would be new experimental data that strengthens the rationale for pursuing the research project and manuscripts that have been accepted for publication, especially if they are to peer-reviewed journals.

9. What happens if I already have considerable postdoctoral experience and want to pursue additional training or change fields?

This will depend upon the strength of your rationale for extending your period of postdoctoral training and on the perceptions of reviewers. If reviewers see your application as just another postdoctoral experience, it is not likely to succeed. But if they view your application as an essential step in a carefully considered career development plan to gain the multi-disciplinary skills necessary to become an independent investigator in your field of choice, this will be considered positively.

10. What's the difference between a "mentor" and a "sponsor"?

The various announcements and the Form PHS 398 use mentor, sponsor and preceptor interchangeably. There is no difference.

11. What is the importance of the sponsor(s) or mentor(s)?

The sponsor will be critical to the success of your application in terms of how well the sponsor's research matches your career goals and objectives AND how good the track record of the sponsor is in training individuals who have become successful independent investigators. With today's increasingly multi-disciplinary, translational research emphases, it may be more logical and a stronger application to develop a program that includes more than one sponsor over the period of training.

12. Should the **signature of the Sponsor** be included with Statement of the Sponsor in a research career development award application?

Yes. Reviewers want verification of everything in the plan by the signature of the sponsor. The absence of the signature could compromise the review of your application.

13. Who will review my career award application?

Your application will be reviewed by a scientific review group organized by an NCI Scientific Review Administrator. It will have the necessary expertise to judge the merit of your application, the suitability of the sponsor, the institutional commitment, and your potential to develop into an independent investigator.

14. How will reviewers evaluate my application?

The reviewers will evaluate your application using the review criteria provided in the NIH/NCI announcement that corresponds to the particular career development award that applies to you. It is very important that you prepare your application in response to these criteria because your ultimate success in receiving funding will depend upon how well your application addressed these criteria.

15. Do I have to be a U.S. citizen to receive a career award?

You must be a U.S. citizen or U.S. non-citizen national or have been lawfully admitted into the U.S. as a permanent resident and possess an Alien Registration Receipt Card (I-151 or I-551) or some other verification of legal admission as a permanent resident. Please note that on page LL of the Form PHS 398 application kit, you are required to indicate whether you are a U.S. citizen or non-citizen national or provide verification of your permanent resident status. No award can be made until this is confirmed.

16. Should I follow "just in time procedures" for providing "Other Support" documentation in the preparation of a Career Development Award?

Yes. However, the Form PHS 398 asks that the sponsors/mentors provide "Other Support" documentation. This is often **overlooked** by applicants. It applies to **all** career development awards supported by the NCI, whether they are for "mentored" individuals (i.e., K01, K07, K08, K23), for junior faculty (i.e., K22), for institutions (i.e., K12) or for established mid-career investigators (i.e., K05, K24). The peer reviewers will want to see this information. Without it, the review of your application can be compromised.

17. Can I apply for a research grant from the PHS and still keep my career development award?

Yes, but you cannot receive any additional salary from another Federal grant if it were to be funded even if the career award does not equal your actual salary. The institution can pay you additional salary from non-Federal sources or from grants from Private funding organizations, as long as it does not exceed the institutional salary scales.

18. If I submit a grant application after receiving Career Development Award, how is this reconciled in terms of percent effort and the restriction?

Many NIH centers and institutes make you give up a career award if you are awarded an NIH research grant. With the proviso that you are expected to spend no less than a 75% full-time professional effort on the research **proposed in your career award**, the NCI usually allows applicants to receive research grant support under the following conditions:

- a. If the research grant proposal is **the same** as that in the career award, then you cannot have any more than a 25% effort on the research grant. The NCI assumes that you are spending a 100% effort on the research as proposed in your career award and allows you to use the remaining 25% of your time for this purpose that goes beyond the minimum 75% full-time effort.
- b. If the research grant proposes some of the **same objectives** as that proposed in the career award as well as **other objectives** not in the career award, the NCI allows you to apply for up to a 50% effort on the grant. In this case, the first 25% effort on the research grant is considered overlap with and subsumed by the 75% full-time commitment on the career award and the second 25% effort on the research grant is considered what you are doing with your remaining time on the career award.

In neither of these two cases can you receive any salary from the NIH grant. All of the salary provided from the PHS must come from your career award.

If a special situation exists, you should consult the appropriate Grants Administration Official (see XI. INQUIRIES).

19. Does my career plan have to include training in the Responsible Conduct of Research?

Yes. This is a Congressional legislative requirement. There should be either clear documentation that you have completed this training at a previous time or substantive activities related to instruction on the responsible conduct of research that will be incorporated into your research training plan. Most programs consider training in the following areas: conflict-of-interest, responsible authorship, policies for handling scientific misconduct, policies regarding use of human and animal subjects, and data management/record keeping. This aspect of your training will not affect the merit score given to your application BUT, if this training is not in the application, it cannot be funded until proper arrangements have been made.

20. What should my application contain if it deals with human subjects, clinical trials or vertebrate animals?

If your research proposal deals with human subjects, you must check item 4a "yes" on the face page of the Form PHS 398 application and provide documentation that this research has been certified by your institution's IRB. You must also provide the required information for Gender and Minority Inclusion and Inclusion of Children as Participants in research involving Human Subjects OR provide sufficient information/justification for exemptions to be evaluated by peer reviewers. This information is located on pages 16, 17, 18 and 27, 29 of the Form PHS 398 application kit. If you are using vertebrate animals, you must check item 5 on the Form PHS 398 and follow the instructions on page 18 of the Form PHS 398 application kit.

Without the proper information on Gender and Minority Inclusion, Inclusion of Children and Vertebrate Animals, an award cannot be considered until this aspect of the review is completed. If an application is fundable, the NCI must be provided with the human subject IRB certification before an award can be made.

21. If I have a K07 award and I would like to ask for post award changes? How do I go about this?

You must contact the NCI Grants Administration official to determine the appropriate procedures to use in making a request for post award changes in your grant. This also applies to any of your needs that require a prior approval from the NCI. In general, you will have to make a request that is signed by you and a business official of your institution. After receiving the request, the Grants Administration official will consult with the NCI scientific program staff as necessary to determine whether the request can be approved.

X. INQUIRIES (K07):

We have tried to provide you with the most complete information possible about the **K07**, as well as answer the most frequently asked questions. If you need information and explanation concerning **K07**, please make your inquiries as follows:

A. Programmatic or scientific issues:

If you need more information and/or advice about the objectives and scope of this award, eligibility requirements, structure and organization of grant applications and peer review trends, please contact us by "clicking on" the INQUIRIES link directly below. You will be contacted promptly by one of the scientific professionals of the Cancer Training Branch of the NCI.

B. Fiscal Issues:

If you need information about the appropriate procedures for dealing with issues that involve changes in the sponsoring institution, the scope of the project as awarded, budget and period of support of the award or that involve any other issues requiring approval by the NCI or post award actions, please contact us by "clicking on" the INQUIRIES link directly below. You will be contacted promptly by one of the Grants Administration officials of the NCI.

